



**Right of Way Division
Utah Department of Transportation**

Relocation Assistance Brochure

January 2007

Overview

The Utah Department of Transportation (UDOT) is the lead agency in the State of Utah responsible for the Federal Relocation Program under the amended Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and the State of Utah Relocation Program under the Utah Relocation Assistance Act, Utah Code Section 57-12. A relocation agent will contact you if you are required to move as a result of a Federal or federally assisted program or from a State or State assisted program or project.

This brochure describes the programs provided by UDOT for assistance to those who are required to move because the property they now occupy as a tenant or owner lies within the path of a state or federal highway project. These services are available to individuals, families, businesses, farmers, and non-profit organizations.

This brochure outlines the pre-requisites for eligibility and how benefits may be obtained. Additional information regarding available relocation assistance is available on the UDOT website at: <http://www.udot.utah.gov> and is available upon request from:

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This brochure provides an overview of Moving Assistance Payments and a Fixed Payment Schedule for a residential move from a property in the state of Utah. An Owner-Occupant or Tenant who is displaced may claim moving assistance based upon a federally approved schedule providing they own furniture that must be moved:

Residences and Unfurnished Apartments

1 room \$ 460	2 rooms \$ 585	3 rooms \$ 720	4 rooms \$ 845
5 rooms \$ 970	6 rooms \$1,120	7 rooms \$1,245	8 rooms \$1,375

Each Additional Room \$125

The Schedule for Tenant-Occupant Furnished Apartments and Sleeping Rooms is:

Furnished Apartments

First Room	\$300
Each Additional Room	\$ 50

A room must contain a reasonable amount of furniture or personal property to be considered. An attic, basement room, or out building will be considered a room if it meets the same requirements. Bathrooms are not counted or considered as rooms.

INTRODUCTION	5
IMPORTANT TERMS USED IN THIS BROCHURE	5
Alien Not Lawfully Present	5
Business.....	6
Displaced Person	6
Farm	6
Nonprofit Organization	6
Program or Project	6
Small Business.....	6
SECTION 1 – RELOCATION ADVISORY SERVICES	6
RESIDENTIAL ASSISTANCE	7
BUSINESS, FARM, AND NONPROFIT ORGANIZATION ASSISTANCE	7
Social Services Provided By Other Agencies.....	7
Moving Costs.....	7
Reasonable Moving Costs	7
SECTION 2 – INDIVIDUALS AND FAMILIES	8
Fixed Moving Cost.....	8
REPLACEMENT HOUSING	8
Comparable.....	8
Financial Means	9
Decent, Safe, and Sanitary (DSS)	9
Last Resort Housing.....	10
Freedom of Choice.....	10
REPLACEMENT HOUSING – PURCHASE SUPPLEMENT	11
Price Differential.....	11
Incidental Expenses	11
REPLACEMENT HOUSING – RENTAL ASSISTANCE	12
REPLACEMENT HOUSING – DOWNPAYMENT	14
DSS Reminder	14
Fair Housing Laws	14
MOVING COST REIMBURSEMENT	14
Actual Cost Move	15
SECTION 3 – BUSINESS, FARM, AND NONPROFIT	15
ORGANIZATIONS	15
Estimated Cost Move	15
Low Value High Bulk Property	15
RELATED ELIGIBLE EXPENSES	16
REESTABLISHMENT EXPENSES.....	16
FIXED PAYMENT FOR ACTUAL MOVING EXPENSES IN LIEU OF PAYMENT	16
PROJECT OFFICE	17
RELOCATION PAYMENTS ARE NOT CONSIDERED TO BE INCOME	17
EXECUTIVE SUMMARY OF PROPERTY OWNER'S RIGHTS	18
RELOCATION ASSISTANCE	21
57-12-1 Short title.....	21
57-12-2 Declaration of policy	21
57-12-3 Definitions	22
57-12-4 Federal Funds – Direct Assistance.....	22
57-12-5 Reimbursement of owner for expenses	23
57-12-6 Buildings, Structures, or Other Improvements.....	23
57-12-7 Replacement property	24
57-12-8 Advisory program.....	24

57-12-9	Rules of Displacing Agency	24
57-12-10	Displacing Agency May Contract Services Through Another Agency	25
57-12-11	Payments Not Income or Resources for Welfare or Tax Purposes	25
57-12-12	Judicial Review	25
57-12-13	Procedure for Acquisition of Property	25
57-12-14	Dispute Resolution – Additional Appraisal	26
RELOCATION APPEAL PROCESS		26

Government programs designed to benefit the public as a whole often result in acquisition of private property and sometimes in the displacement of people from their residences, businesses, nonprofit organizations, or farms. Congress passed the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amended it in 1987 to provide uniform and equitable treatment for displaced people. This law is the Uniform Act and is the foundation for the information discussed in this brochure.

Acquisition and relocation policies and provisions for all Federal and federally assisted programs and projects are contained in the government-wide rule published in the Federal Register on January 4, 2005. The rules are reprinted each year in the Code of Federal Regulations (CFR), Title 49, Part 24. All Federal, State, local government agencies, and others receiving Federal financial assistance for public programs and projects that require the acquisition of real property must comply with the policies and provisions set forth in the Uniform Act and the regulation.

The acquisition itself does not need to be federally funded for the rules to apply. The rules of the Uniform Act apply if Federal funds are used in any phase of the program or project. Section 1 of this brochure provides information about relocation assistance advisory service. Section 2 contains information important to you if you are being displaced from a residence. Section 3 contains information for displaced businesses, farms, and nonprofit organizations.

INTRODUCTION

A relocation counselor will contact you if you are required to move as a result of a Federal or federally assisted program or project. The counselor will answer your questions and provide additional information you may need. You will be provided assistance if you have a disability that prevents you from reading or understanding this brochure. Notify the sponsoring Agency if you have special requirements for assistance.

This brochure explains your rights as an owner of real property to be acquired for a federally funded program or project. The requirements for acquisition of property are explained in a brochure entitled Acquisition, Acquiring Real Property for Federal and Federal-aid Programs and Projects. Acquisition and relocation information is available on the Federal Highway Administration (FHWA) Office of Real Estate Services website www.fhwa.dot.gov/realestate

Relocation assistance advisory services and payments are administered at the local level by an Agency responsible for the acquisition of real property or the displacement of people from property to be used for a federally funded program or project. The Agency may be a Federal agency, a State agency, a local agency such as a county or a city, or a person carrying out a program or project with Federal financial assistance. The Agency may contract with a qualified individual or firm to administer the relocation program. The Agency remains responsible for the program.

IMPORTANT TERMS USED IN THIS BROCHURE

Alien Not Lawfully Present

A displaced person who is an alien not lawfully present in the United States is not eligible for relocation payments or assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act, unless ineligibility results in exceptional and extremely unusual hardship to the alien's spouse, parent, or child, and such spouse, parent, or child is a citizen or an alien lawfully admitted for permanent residence.

Business

Any lawful activity, with the exception of a farm operation, conducted primarily for the purchase, sale, lease, and rental of personal or real property or for the manufacture, processing, or marketing of products, commodities, or any other personal property or for the sale of services to the public or solely for the purpose of the Uniform Act, an outdoor advertising display or displays, when the displays must be moved as a result of the project.

Displaced Person

Any person (individual, family, partnership, association or corporation) who moves from real property or moves personal property from real property as a direct result of

1. The acquisition of the real property, in whole or in part
2. A written notice from the Agency of its intent to acquire
3. The initiation of negotiations for the purchase of the real property by the Agency
4. A written notice requiring a person to vacate real property for the purpose of rehabilitation or demolition of improvements, provided the displacement is permanent and the property is needed for a Federal or federally assisted program or project.

Farm

Any activity conducted solely or primarily for the production of one or more agricultural products or commodities, including timber, for sale and home use, and customarily producing such products or commodities in sufficient quantity to be capable of contributing materially to the operator's support.

Nonprofit Organization

A public or private entity that has established its nonprofit status under applicable Federal or State law.

Program or Project

An activity or series of activities undertaken by a Federal agency or an activity undertaken by a State or local agency with Federal financial assistance in any phase of the activity.

Small Business

A business having not more than 500 employees working at a site of economic activity and that will be acquired for a program or project or is displaced by a program or project. A site occupied solely by outdoor advertising signs does not qualify for the reestablishment expense benefit.

SECTION 1 – RELOCATION ADVISORY SERVICES

A relocation counselor will contact you and offer relocation assistance service. Any individual, family, business, or farm displaced by a Federal or federally assisted program is offered relocation assistance services for the purpose of locating a suitable replacement property. Relocation services are provided by qualified personnel employed by the Agency. It is their goal and desire to assist in any way possible to help you successfully relocate. Your relocation counselor is there to help and advise you. Do not hesitate to ask questions and be sure you fully understand all your rights and benefits. An individual with a disability is provided the assistance needed to locate and move to a replacement dwelling or site. Notify the Agency of any special requirements for assistance.

RESIDENTIAL ASSISTANCE

A relocation counselor from the Agency will contact and interview you to identify your needs. Relocation services and payments will be explained in accordance with your eligibility. During the initial interview your housing needs and desires are determined as well as your need for assistance. The counselor will offer assistance and provide a current listing of comparable properties. You will be given a written determination of the amount of replacement housing for which you qualify. The counselor can supply information on other Federal and State programs in your area. Transportation will be offered to inspect housing referrals. The Agency will provide counseling or help you get assistance from other sources to minimizing hardships in adjusting to your new location. You cannot be required to move unless at least one comparable decent, safe, and sanitary (DSS) replacement dwelling is made available to you. Notify your counselor if you locate a replacement dwelling so it can be inspected to make sure it meets DSS standards.

BUSINESS, FARM, AND NONPROFIT ORGANIZATION ASSISTANCE

A relocation counselor from the Agency will contact and interview you to identify your needs, replacement site requirements, and estimated time needed to accomplish the move. The counselor will ask many questions to determine your financial ability to accomplish the move including lease terms and other obligations. Relocation services and payments will be explained in accordance with your eligibility. Explain any anticipated problems you have to the counselor. The counselor will help determine the need for outside specialists to plan, move, and reinstall personal property and identify and resolve any issues regarding what is real estate and what is personal property to be relocated. The counselor will explore and provide advice as to possible sources of funding and assistance from other local, State, and Federal agencies. The counselor will maintain listings of commercial properties and farms. The goal is to achieve a successful relocation back into the community.

Social Services Provided By Other Agencies

Your counselor will be familiar with the services provided by other public and private agencies in your community. The counselor will make every effort to secure the services of agencies with trained personnel who have the expertise to help you with any special problems.

Moving Costs

You are entitled to reimbursement for moving costs and certain related moving expenses if you qualify as a displaced person. A displaced person and families may choose to be paid on the basis of actual, reasonable moving costs and related expenses or according to a fixed moving cost schedule. Contact the relocation counselor from the Agency before you move to assure your eligibility and prompt payment for moving expenses

Reasonable Moving Costs

You may be paid for your actual, reasonable moving costs by a professional mover plus related expenses or you may move yourself. Reimbursement will be limited to a 50-mile distance in most cases. Related expenses involved in the move may include:

1. Packing and unpacking personal property
2. Disconnecting and reconnecting household appliances
3. Temporary storage of personal property
4. Insurance while property is in storage or transit

5. Transfer of telephone service and other similar utility reconnections
6. Other expenses considered eligible by the Agency

SECTION 2 – INDIVIDUALS AND FAMILIES

All expenses must be considered necessary and reasonable by the Agency and supported by paid receipts or other evidence of expenses incurred.

Fixed Moving Cost

You may choose to be paid on a fixed moving cost schedule established for your State. The payment amount is based on the number of rooms in your dwelling. Your relocation counselor will tell you the exact amount you are eligible to receive if you select this option. The schedule is designed to include all moving expenses including those services that must be purchased from others. You may be entitled to a payment for the cost of moving a mobile home to a replacement site on an actual cost basis if you own a displaced mobile home. Displaced mobile home occupants (owners or tenants) may also be eligible for a payment for moving personal property from the mobile home such as furniture, appliances, and clothing on an actual cost basis or on the basis of a moving cost schedule. Your relocation counselor can give you a complete explanation of all moving cost options involving a mobile home.

REPLACEMENT HOUSING

There are three types of replacement housing payments:

1. Purchase supplement
2. Rental assistance
3. Down payment

To understand replacement housing payments you first need to become familiar with the following terms:

1. Comparable
2. Financial Means
3. Decent, Safe, and Sanitary (DSS)
4. Last Resort Housing

Comparable

A comparable replacement dwelling must be DSS and functionally equivalent to your present dwelling. A comparable replacement dwelling provides the same utility and function as the dwelling from which you are being displaced and may not necessarily be identical to your present dwelling.

A comparable replacement dwelling should be:

1. Adequate in size to accommodate the current occupants
2. Located in an area that is not subject to unreasonable adverse environmental conditions
3. Located in an area that is not less desirable than your present location with respect to public utilities and commercial and public facilities
4. Reasonably accessible to your place of employment
5. Located on a site that is typical in size for residential development with normal site improvements
6. Currently available on the private market
7. Within your financial means

Financial Means

The replacement dwelling is considered to be within your financial means in addition to the acquisition price for your dwelling if a purchase supplement is needed and provided.

For a tenant, the monthly rent and estimated average monthly utility cost (electricity, gas, other heating and cooking fuels, water, and sewer) for a comparable replacement dwelling is considered to be within financial means if, after receiving rental assistance, this amount does not exceed the base monthly rent (including average monthly utility cost) for the dwelling from which the tenant is displaced. The Agency may need to calculate the base monthly rent using 30% of the displaced tenant's total monthly gross household income if that income qualifies as low income in accordance with established low income amounts determined by the U.S. Department of Housing and Urban Development (HUD). The Agency will also evaluate the amounts designated for shelter and utilities for a tenant that receives government assistance. The rental assistance payment will be computed using the least of the three – rent and average monthly utility cost, 30% of the total monthly gross household income for a qualified low income tenant, or the total amount designated for shelter and utilities for a tenant receiving government assistance. Provide the Agency with appropriate evidence of total monthly household income to ensure the maximum benefit. There are some amounts not included as monthly household income, such as income earned by dependents. The Agency will explain this procedure in greater detail.

Decent, Safe, and Sanitary (DSS)

The DSS standard means the replacement dwelling meets the minimum requirements established by Federal regulations and conforms to applicable local housing and occupancy codes. The dwelling:

1. Is structurally sound, weather tight, and in good repair.
2. Contains a safe electrical wiring system adequate for lighting and other devices.
3. Contains a heating system capable of sustaining a temperature of approximately 70 degrees Fahrenheit except where local climate does not require such a system.
4. Is adequate in size, number of rooms, and area of living space to accommodate the displaced person.
5. Contains a well-lighted and ventilated bathroom providing privacy to the user, sink, bathtub or shower stall, and toilet, all in good working order and properly connected to appropriate sources of water and sewage drainage system.
6. Contains a kitchen area with a fully usable sink, properly connected to potable hot and cold water and a sewage drainage system with adequate space and utility connections for a stove and refrigerator.
7. Has unobstructed egress to safe, open space at ground level.
8. Is free of any barriers that prevent reasonable ingress, egress or, in the case of a handicapped displaced person, use of the dwelling.

IMPORTANT NOTICE

The DSS replacement dwelling inspection is conducted by Agency personnel for the sole purpose of determining your eligibility for a relocation payment. Agency approval does not guarantee that there are no deficiencies in the dwelling, its fixtures, or equipment. You are responsible to protect your interest and investment in the purchase or rental of your replacement property. The Agency will not assume responsibility if structural, mechanical, legal, or other unforeseen problems are discovered after the inspection has been conducted.

Last Resort Housing

Last Resort Housing is an administrative procedure authorized by law for times when comparable replacement housing is not available under statutory limits specified by law. The law and regulation allows the Agency to provide a replacement housing payment in excess of the statutory maximums of \$5,250 and \$22,500. This provision is commonly used and will not be restated throughout this brochure.

The Agency must provide comparable, DSS replacement housing within your financial means before you are required to move. The Agency may provide necessary housing in ways such as:

1. Making a replacement housing payment in excess of the maximum \$5,250 or \$22,500 statutory limits.
2. Purchasing an existing comparable residential dwelling and making it available to you in exchange for your dwelling.
3. Moving and rehabilitating a dwelling and making it available to you in exchange for your property.
4. Purchasing, rehabilitating, or reconstructing an existing dwelling to make it comparable to your property.
5. Purchasing land and constructing a new replacement dwelling comparable to your dwelling when comparables are not otherwise available.
6. Purchasing an existing dwelling, removing barriers, or rehabilitating the structure to accommodate a handicapped displaced person when a suitable comparable replacement dwelling is not available.
7. Providing a direct loan that will enable you to construct or contract the construction of a decent, safe, and sanitary replacement dwelling.

Freedom of Choice

An eligible displaced person has the freedom of choice in the selection of a replacement dwelling. The Agency will not require you to accept a replacement dwelling provided by the Agency without your written consent. You may secure a replacement dwelling of your choice that meets the DSS standard if you decide not to accept the replacement housing offered by the Agency. Your relocation counselor will thoroughly explain the program to you if you are eligible for Last Resort Housing.

Length of Occupancy – Basic Occupancy Requirements

Length of occupancy is the number of days you occupied the dwelling before negotiations by the Agency began for the purchase of the property. The type of payment you are eligible for depends on whether you are an owner or a tenant and how long you have lived in the property being acquired prior to the start of negotiations. The negotiations begin the date the Agency makes the first personal contact with the owner or representative of real property and provide a written offer to purchase the property being acquired. Owners who were in occupancy 180 days or more prior to negotiations may be eligible for a purchase supplement or a rental assistance payment. Tenants who were in occupancy 90 days or more prior to negotiations may be eligible for a rental assistance payment or a down payment.

Owners in occupancy 90 days to 179 days prior to negotiations may be eligible for a rental assistance payment or a down payment. The down payment cannot exceed the amount you would have received if you had been a 180-day owner. You are considered a displaced person if you were in occupancy at the time negotiations begin but less than 90 days prior to that date and entitled to relocation assistance advisory services and moving payments. You may be entitled to a rental assistance payment if comparable replacement rental housing is not available within your financial means. The Agency will use the financial means process described earlier in this brochure. This process involves checking to see if you qualify as low income using the HUD

definition. You may be eligible for a rental assistance payment under Last Resort Housing if you are required to pay rent and utilities in excess of 30% of your average monthly gross household income for a comparable replacement dwelling unit because comparable replacement housing is not available within your financial means. Meet with your relocation counselor for an explanation of relocation benefits you may be eligible to receive.

REPLACEMENT HOUSING – PURCHASE SUPPLEMENT

Owners in occupancy 180 days or more immediately prior to negotiations may be eligible for a supplemental payment for costs necessary to purchase a comparable DSS replacement dwelling in addition to the fair market value of their property. The Agency will compute the maximum payment you are eligible to receive. You must purchase and occupy a DSS replacement dwelling within one year. A purchase supplement has three components:

1. Price differential
2. Amount for increased mortgage interest
3. Incidental expenses

The purchase supplement is in addition to the acquisition price paid for your property.

Price Differential

The price differential payment is the excess difference between the cost of a replacement dwelling and the acquisition cost of the displacement dwelling.

Increased Mortgage Interest

You may be reimbursed for increased mortgage interest costs if the interest rate on your new mortgage exceeds that of your present mortgage. Your acquired dwelling must have been encumbered by a bona fide mortgage, which was a valid lien, for at least 180 days prior to negotiations.

Incidental Expenses

You may be reimbursed for other expenses such as reasonable costs incurred for title search, recording fees, and certain other closing costs, but not for prepaid expenses such as real estate taxes and property insurance.

Price Differential Computation

Example A:

The Agency purchases your property for \$100,000. After a thorough study of available comparable residential properties on the open market, the Agency determines that a comparable replacement property will cost \$116,500. You will be eligible for a price differential payment of \$16,500 if you purchase a DSS replacement property for \$116,500.

Example B:

You pay the difference if you purchase a DSS replacement property costing more than \$116,500.

Example C:

The price differential payment will be based on your actual cost if your purchase price is less than \$116,500.

Example A	Actual Cost of Replacement Property (Same Purchase Price as Comparable) Acquisition Price of Your Property Price Differential Payment	\$116,500 <u>- 100,000</u> \$ 16,500
Example B	Actual Cost of Replacement Property Acquisition Price of Your Property Difference Price Differential Payment You Are Responsible for This Amount	\$125,000 <u>- 100,000</u> \$ 25,000 \$16,500 \$8,500
Example C	Actual Cost of Replacement Property Acquisition Price of Your Property Price Differential Payment Payment is Based on Actual Cost	\$114,000 <u>- 100,000</u> \$ 14,000

REPLACEMENT HOUSING – RENTAL ASSISTANCE

180-Day Owners Who Choose to Rent

A rental computation will be computed based on a determination of the fair market rent for the acquired dwelling compared to a comparable rental dwelling available on the market. The difference will be multiplied by 42. In no circumstances will the rental assistance payment exceed the amount the owner would have received as a price differential described previously.

For Owner Occupants and Tenants of 90 Days or More

Owner occupants and tenants of 90 days or more may be eligible for a rental assistance payment. To be eligible for a rental assistance payment, tenants and owners must have been in occupancy at least 90 days immediately preceding the negotiations for the acquisition of the property. This payment is designed to enable you to rent a comparable decent, safe, and sanitary replacement dwelling for a 42-month period. You may be eligible for a rental assistance payment if you choose to rent a replacement dwelling and the cost of rent and utilities are higher than you were paying. The Agency will determine the maximum payment you may be eligible to receive in accordance with established procedures. The Agency will determine if the rental assistance payment will be paid in a lump sum or installments. You must rent and occupy a DSS replacement dwelling within one year to be eligible.

Example

Assume you have been paying \$500 per month rent for the dwelling you have occupied and you also pay \$150 per month for basic utilities (electricity, gas, other heating and cooking fuels, water, and sewer). In this example your base rent including utilities equals \$650 per month. The rental assistance payment computation always includes the cost of basic utilities and rent. A separate computation is not necessary if rent includes utilities.

The Agency studies the rental market and determines that a replacement rental unit that is DSS and comparable to your unit is available for \$600 per month. It is estimated that average monthly utility costs for the replacement unit will be \$175 per month. The maximum rental assistance payment you can receive is \$125 per month for a 42-month period, or a total of \$5,250.

Example A: You will receive the maximum amount computed by the Agency, or \$5,250 if you select a DSS replacement dwelling unit that rents for \$650 per month plus \$175 for utilities, despite the availability of comparable DSS replacement rental units that rent for \$600 per month plus \$175 for utilities. You will be required to pay the additional \$50 per month yourself.

Example B: Your payment will be based on actual cost if you select a DSS replacement dwelling unit that rents for more than your present unit but less than amount determined by the Agency as necessary to rent a comparable unit. For example, assume you select a replacement dwelling unit that rents for \$575 per month plus \$165 for utilities. You will be eligible for a payment of \$90 per month for 42 months or \$3,780 on the basis of actual cost.

Agency Computation of Maximum Rental Assistance Payment	Rent You are Currently Paying	\$500
	<u>Plus Cost for Utilities You are Paying</u>	<u>+100</u>
	Total Base Rent with Utilities	\$650
	Rent for a Comparable DSS Dwelling	\$600
	<u>Estimated Cost for Utilities</u>	<u>+175</u>
	Total Comparable Rent with Utilities	\$775
	<u>Difference (\$775-650=\$125) x 42 months</u>	<u>\$5,250</u>
	Maximum Rental Assistance Payment	\$5,250
Example A	Actual Rent for DSS Replacement Property	\$650
	<u>Plus Estimated Cost for Utilities</u>	<u>+175</u>
	Total actual rent with Utilities	\$825
	Difference (\$825-650=\$175) x 42 months	
	Rental Assistance Payment	<u>\$7,350</u>
	Maximum Rental Assistance Payment	\$5,250
	The agency may invoke the provisions of Last Resort Housing and pay the full \$7,350 even though it exceeds the maximum allowable amount of \$5,250.	
Example B	Actual Rent for DSS Replacement Property	\$575
	<u>Plus Estimated Cost for Utilities</u>	<u>+165</u>
	Total Actual Expense per month	\$740
	<u>Difference (\$740-650=\$90) x 42 months</u>	<u>\$3,780</u>
	Rental Assistance Payment	\$3,780

REPLACEMENT HOUSING – DOWNPAYMENT

Owner Occupants of 90-179 Days and Tenants of 90 days or more may be eligible for a down payment and incidental expenses. The Agency will determine the maximum down payment you may be eligible to receive based on its computation for a rental assistance payment. The payment for a displaced owner occupant will not exceed the amount received by a 180-day owner for the same property.

The entire down payment assistance must be used to purchase a DSS replacement dwelling. The payment may be utilized for a down payment toward the purchase price or eligible incidental expenses. Incidental expenses include the reasonable costs of title search, recording fees, and other closing costs but do not include prepaid expenses such as real estate taxes and property insurance. You may be eligible for reimbursement of loan origination or loan assumption fees if such fees are normal to real estate transactions in your area and do not represent prepaid interest. The combined amount of the down payment and incidental expenses cannot exceed the amount the Agency computed as your maximum rental assistance payment. The relocation counselor will explain how the Agency determines the maximum down payment assistance payment.

DSS Reminder

It is very important to remember that the replacement dwelling you select must meet the basic DSS standard. Do not execute a sales contract or a lease agreement until a representative from the Agency has inspected and certified in writing that the dwelling you propose to purchase or rent meets the DSS standard. Do not jeopardize your right to receive a replacement housing payment by moving into a substandard dwelling.

Fair Housing Laws

Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968 set forth the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States. These Acts and Executive Order 11063 make discriminatory practices in the purchase and rental of residential units illegal if based on race, color, religion, sex, or national origin. A minority will be given reasonable opportunity to relocate to a DSS replacement dwelling that is not located in an area of minority concentration, whenever possible. This policy does not require an Agency to provide a displaced person with a larger payment than is necessary to enable the person to relocate to a comparable replacement dwelling.

MOVING COST REIMBURSEMENT

Owners or tenants may be paid on the basis of actual, reasonable moving costs and related expenses or a fixed payment under certain circumstances. Actual, reasonable moving expenses may be paid when the move is performed by a professional mover or if you move yourself. Related expenses such as personal property losses, expenses in finding a replacement site, and reestablishment expenses may also be reimbursable.

Provide the Agency with an inventory of personal property to be moved and advance notice of the approximate date of the move unless the Agency specifically tells you these notices are not necessary. The Agency has the right to inspect the personal property at the displacement and replacement sites and to monitor the move.

Actual Cost Move

You may be paid the actual, reasonable, and necessary cost of your move when the move is performed by a professional mover or when you elect to move yourself. All your moving costs must be supported by paid receipts or other evidence of expenses incurred. Certain other expenses may be reimbursable such as packing, crating, unpacking, uncrating, disconnecting, dismantling, removing, reassembling, and reinstalling relocated machinery, equipment, and other personal property.

SECTION 3 – BUSINESS, FARM, AND NONPROFIT ORGANIZATIONS

Other expenses such as professional services for planning and carrying out the move, temporary storage costs, and the cost of licenses, permits, and certifications may also be reimbursable. This is not an inclusive list of moving related expenses. Your relocation counselor will provide you with a complete explanation of reimbursable expenses.

Estimated Cost Move

The Agency may approve a payment not to exceed 90% of the lower of two acceptable bids or estimates obtained by the Agency from qualified moving firms, moving consultants, or a qualified Agency staff employee if you agree to take full responsibility for all or part of the move. The agency will deduct 10% from the bid to account for profit and overhead expenses that the commercial moving company is assumed to have included in its bid. A low cost or uncomplicated move may be based on a single bid or estimate at the Agency's discretion. The advantage of this moving option is that it relieves you from documenting all moving expenses because the payment is limited to 90% of the amount of the lowest acceptable bid or estimate. The Agency may make the payment without additional documentation. Direct Loss of Tangible Personal Property Displaced businesses, farms, and nonprofit organizations may be eligible for a payment for the actual direct loss of tangible personal property incurred as a result of the move or discontinuance of the operation. This payment is based on the lesser of the value of the item for continued use at the displacement site less the proceeds from its sale or the estimated cost of moving the item. Your relocation counselor will explain this procedure in detail if this is a consideration for you.

Low Value High Bulk Property

A personal property item considered by the Agency to be of low value and high bulk with moving costs disproportionate to its value such as minerals, metals, rock, or topsoil, the allowable moving cost payment cannot exceed the lesser of the amount that would be received if the property were sold at the site or the replacement cost of a comparable quantity delivered to the new business location. Searching expenses for replacement property, displaced businesses, farms, and nonprofit organizations are entitled to reimbursement for actual, reasonable expenses incurred in searching for a replacement property, not to exceed \$2,500. Expenses may include transportation, meals, and lodging when away from home; the reasonable value of the time spent during the search; and other expenses determined to be reasonable and necessary by the Agency. Fees paid to real estate agents or brokers to locate a replacement site may be reimbursed, exclusive of any commissions or fees related to the purchase of the site. Commissions and fees related to the purchase of a replacement site are not eligible for relocation expenses and will not be reimbursed.

RELATED ELIGIBLE EXPENSES

In addition to the moving expenses listed above, costs for these items may be reimbursed if the Agency determines they are actual, reasonable, and necessary:

1. Connection to available nearby utilities from the right-of-way to improvements at the replacement site.
2. Professional services to determine site suitability for the displaced person.
3. Impact fees or one time assessments for heavy utility usage as determined necessary by the Agency.

Please discuss this with your relocation counselor before incurring these costs to determine if they are reimbursable.

REESTABLISHMENT EXPENSES

A small business, farm, or nonprofit organization may be eligible for a payment not to exceed \$10,000 for expenses actually incurred in relocating and reestablishing the enterprise at a replacement site. The business, farm, or nonprofit organization must have less than 500 employees working at the site who will be displaced by a program or project. Reestablishment expenses may include but are not limited to:

1. Repairs or improvements to the replacement real property required by Federal, State, and local laws, codes, or ordinances.
2. Modifications to the replacement real property to make the structures suitable for the operation.
3. Construction and installation costs of exterior advertising signs.
4. Redecoration or replacement such as painting, wallpapering, paneling, and carpeting when required at the replacement site.
5. Advertising the replacement location.
6. Estimated increased costs of operation at the replacement site during the first two years for items such as, lease or rental charges, personal or real property taxes, insurance premiums, and utility charges excluding impact fees.
7. Other items that the Agency considers essential for reestablishment.

FIXED PAYMENT FOR ACTUAL MOVING EXPENSES IN LIEU OF PAYMENT

Displaced businesses, farms, and nonprofit organizations may be eligible for a fixed payment in lieu of actual moving expenses, personal property losses, searching expense, and reestablishment expenses. The fixed payment may not be less than \$1,000 or more than \$20,000. The Agency determines if a business is eligible for a fixed payment based on the following criteria:

1. The Business owns or rents a substantial amount of personal property that must be moved due to the displacement. "Substantial amount" for purposes of this section means the estimated cost to move the personal property plus the estimated cost to reestablish the business is equal to or greater than the amount claimed as a fixed or in-lieu payment.
2. The Business cannot be relocated without a substantial loss of its existing patronage.
3. The Business is not part of a commercial enterprise with more than three other businesses engaged in the same or similar activity that are under the same ownership and are not being displaced by the Agency.

4. The Business, operated in whole or in part at the displacement location, contributes materially to the income of the displaced business operator during the two taxable years prior to displacement.

Eligibility requirements for nonprofit organizations are slightly different than business requirements. Payment for nonprofit organizations are computed on the basis of average annual gross revenues less administrative expenses for the two year period specified. Consult your relocation counselor for additional information if you are interested in a fixed payment. The fixed payment for a displaced business or farm is based upon the average annual net earnings of the operation for the two taxable years immediately preceding the taxable year in which it was displaced or a two-year period deemed more representative by the Agency. You must provide the Agency proof of net earnings to support your claim. Proof of net earnings can be documented by income tax returns, certified financial statements, or other reasonable evidence acceptable to the Agency. Example of an In-Lieu Payment calculation:

2003	2004	2005
Annual Net Earnings \$16,500	Annual Net Earnings \$18,500	Year Displaced
Average annual net earnings $\$16,500 + \$18,500 = \$35,000 / 2 = \$17,500$ Eligible Fixed or In Lieu Payment = <u>\$17,500</u>		

PROJECT OFFICE

The Agency may establish a relocation office near the project. Project relocation offices are usually open during hours convenient to people being displaced including evening hours if necessary. The Agency staff at a project office will be happy to assist you, answer questions, and provide various types of information.

RELOCATION PAYMENTS ARE NOT CONSIDERED TO BE INCOME

No relocation payment received will be considered as income for the purpose of the Internal Revenue Code. No relocation payment received will be considered income to determine eligibility or the extent of eligibility of any person for assistance under the Social Security Act or any other Federal law except for any Federal law providing low-income housing assistance.

RIGHT TO APPEAL

You may file a written appeal with the head of the Agency if the you believe the Agency has failed to properly determine your eligibility for relocation assistance advisory services or the amount of a relocation payment. You will be given a prompt and full opportunity to be heard if you have a grievance. You will also have the right to be represented by legal counsel or other representative in connection with the appeal but solely at your own expense. The Agency will promptly review your appeal and consider all pertinent justification and information available to ensure a fair and full review. The Agency will provide you with a written determination as well as an explanation of the decision. The Agency will advise you of your right to seek judicial review of the Agency decision if you are still dissatisfied with the relief granted. An alien not lawfully in the United States is not eligible to receive relocation payments or any other assistance provided under 49 CFR Part 24. This brochure is provided to assist you in understanding your rights and benefits. Please contact

your sponsoring Agency representative if you have questions regarding your relocation. UDOT is the sponsoring agency if your property is being acquired by the State of Utah's Department of Transportation. A public agency such as a city or county may be the sponsoring agency if your property is being acquired by them. Additional information on Federal relocation and acquisition requirements, the law, and the regulation can be found at www.fhwa.dot.gov/realestate. Federal requirements apply to all UDOT projects and all public agency projects that are Federally funded. Agencies that use their own funds exclusively for a project with no Federal funds may have relocation requirements that differ from Federal requirements. All displacing agencies must either follow Federal and or UDOT requirements unless they have adopted rules for relocation. Those rules must be in writing and formally adopted by the agency. Consult your relocation counselor if you do not yet know who to contact as the sponsoring agency.

EXECUTIVE SUMMARY OF PROPERTY OWNER'S RIGHTS

1. Fair Market Value. You have the constitutional right to receive just compensation when UDOT acquires your property. Just compensation can include compensation for a decrease in the market value of the portion of your property that remains when part of your property is acquired, if that decrease in value occurs because of the public improvements planned. In some cases, just compensation can include damages caused by the project to property that is not acquired but which is damaged by the project.
2. Full Payment. You have the right to receive full payment for just compensation in the full amount that is determined by negotiations or by a court, jury, mediation, or arbitration before UDOT takes title to your property.
3. Early Occupancy. If UDOT wishes to occupy your property before just compensation can be agreed upon, you are entitled to receive that money before UDOT occupies it. You may still reserve the right to receive the just compensation determined by a court, jury, mediation, or arbitration.
4. Public Documents. You have the right to examine and make copies of any public documents, including project maps, specifications, or other project materials in UDOT's possession.
5. Open Meetings. You have the right to attend any meetings held by an elected or appointed council or commission to discuss the project and to tape record the proceedings. You do not have the right to speak unless the meeting is a public hearing. You may be legally excluded if the officials move to go into an executive session to discuss the acquisition of real property or to discuss imminent legal proceedings.
6. Other Property Owners. You have the right to request that UDOT provide a list of any other property owners whose property is also being acquired for the project.
7. Public Purpose. You have the right to know for what public purpose your property is being acquired and to challenge the necessity of the acquisition.
8. Offer and Negotiation. You have the right to negotiate with UDOT before condemnation proceedings begin. For that purpose, UDOT is required to provide you with a written determination of the value of the property that is to be acquired from you and of any damages that will arise as a result of the acquisition.
9. Appraiser. You have the right to accompany the appraiser retained by UDOT during his or her inspection of your property and to talk to the appraiser before a value is reached.

10. Appraisal. You have the right to know the amount of the appraised value of your property and of any damages assessed and to request a copy of the appraisal report. You are entitled to know what appraisals exist and why you are not allowed to see them during negotiations if a copy is denied. You are entitled to see the appraisals before the hearing if the matter goes to formal mediation, arbitration, or trial.
11. Other Damages. Your right to just compensation includes payment for the land and any improvements on the land if they contribute value to the property. Just compensation also includes the net lost value of any remaining property that you keep (known as severance damages.) You may also be entitled to just compensation for any special and unique damage done to any portion of your property that is not acquired for the project and for any temporary occupancy of any portion of your property that is not being acquired but which must be used by UDOT or its contractors during construction of the project.
12. Relocation Costs. You have the right to be paid certain relocation expenses from UDOT if it requires you to move as a result of the acquisition. These amounts are determined by statute but may be mediated or arbitrated if, after exhausting the appeals process, UDOT decides to review such matters because a dispute still exists.
13. Replacement Dwelling. You have the right to be offered a comparable replacement dwelling that is decent, safe, and sanitary and reasonable close to your employment and public services if you are displaced from your home.
14. Displaced Business or Farm. You have the right to receive UDOT's assistance in identifying replacement properties available on the private market, located within UDOT's jurisdiction if your small business or farm is displaced by the project.
15. Prior Notice. You have the right to receive 90 days written notice before a move is required unless an emergency exists.
16. Rollback Taxes. You have the right to have UDOT pay any greenbelt rollback taxes if the acquisition results in your land losing greenbelt status.
17. Ombudsman. You have the right to consult with the State of Utah Private Property Ombudsman to inquire about your rights and responsibilities in eminent domain proceedings. Call 801-537-3455.
18. Second Appraisal. You have the right to an additional appraisal at UDOT's expense if you request it and the Ombudsman, mediator, or arbitrator appointed by the Ombudsman, considers the appraisal reasonably necessary to resolve a dispute about just compensation.
19. Alternative Dispute Resolution. UDOT has the right to institute legal action against you if the amount of just compensation cannot be negotiated. You have the right to request arbitration through the Ombudsman if you would rather arbitrate eminent domain issues than go to court. You have the right to arbitrate even if UDOT objects if the Ombudsman determines that arbitration is appropriate.
20. Evidence. You have the right to offer any relevant and admissible evidence at arbitration or trial to justify the amount of just compensation you consider appropriate including the use of expert witnesses. Any witness testifying to property value must be a licensed appraiser.
21. Disclosure and Review. You have the right to know and examine any evidence that will be used by UDOT to establish the amount of just compensation prior to formal mediation, arbitration, or trial. This includes copies of any appraisals UDOT has obtained to determine just compensation and other evidence they plan to offer.
22. Testify. You have the right to testify at arbitration and to testify at trial if qualified, regarding the value of your property.

23. Cross Examination. You have the right at arbitration or trial to cross examine the expert witnesses that UDOT relies upon to establish the amount of just compensation that it claims to be fair.
24. Appeal. You have the right to appeal to the District court if you are not satisfied with an arbitrator's determination.
25. Jury Trial. You have the right to choose to have the amount of compensation determined by a jury rather than by a judge if the matter goes to court.
26. Appellate Review. You have the right to appeal a District Court decision to an appellate court, if appropriate.

RELOCATION ASSISTANCE

57-12-1	Short title
57-12-2	Declaration of policy
57-12-3	Definitions
57-12-4	Federal funds - Direct assistance
57-12-5	Reimbursement of owner for expenses
57-12-6	Buildings, structures or other improvements
57-12-7	Replacement property
57-12-8	Advisory program
57-12-9	Rules of displacing agency
57-12-10	Displacing agency may contract for services or function through another agency
57-12-11	Payments not income or resources for welfare or tax purposes
57-12-12	Judicial review
57-12-13	Procedure for acquisition of property
57-12-14	Dispute resolution - Additional appraisal

57-12-1 Short title

This act is known and may be cited as the "Utah Relocation Assistance Act."

57-12-2 Declaration of policy

It is hereby declared to be the policy of this act and the state of Utah and the Legislature recognizes:

1. That it is often necessary for the various agencies of state and local government to acquire land by condemnation.
2. That people, businesses, and farms are often uprooted and displaced by such action while being recompensed only for the value of land taken.
3. That such displacement often works economic hardship on those least able to suffer the added and uncompensated costs of moving, locating new homes, business sites, farms, and other costs of being relocated.
4. That such added expenses are reasonably included as a part of the project cost and paid to those displaced.
5. That the Congress of the United States has established matching grants for relocation assistance and has also established uniform policies for land acquisition under the Uniform Relocation Assistance and Land Acquisition Policies Act of 1970, 42 U.S.C. 4601 et seq. to assist the states in meeting these expenses and assuring that land is fairly acquired.
6. That it is in the public interest for the state of Utah to provide for such payments and to establish such land acquisition policies.

The purpose of this act is to establish a uniform policy for the fair and equitable treatment of people displaced by the acquisition of real property by state and local land acquisition programs, by building code enforcement activities, or by a program of voluntary rehabilitation of buildings or other improvements conducted pursuant to governmental supervision.

All of the provisions of the act will be liberally construed to put into effect the foregoing policies and purposes.

57-12-3 Definitions

As used in this chapter:

1. Agency
 - a. A department, division, agency, commission, board, council, committee, authority, political subdivision or other instrumentality of the state or one or more subdivisions of the state.
 - b. Any other person whose use of the power of eminent domain results in a person becoming a displaced person.
2. Business
 - a. Any lawful activity except a farm operation conducted primarily:
 - 1) For the purchase, sale, lease, or rental of personal or real property and for the manufacture, processing, or marketing of products, commodities, or any other personal property.
 - 2) For the sale of services to the public.
 - 3) By a nonprofit organization.
 - 4) For assisting in the purchase, sale, resale, manufacture, processing, or marketing of products, commodities, personal property, or services by the erection and maintenance of an outdoor advertising display or displays, whether or not such display or displays are located on the premises on which any of the above activities are conducted.
3. Displaced Person
 - a. Any person who, after the effective date of this chapter, moves from real property, moves his personal property from real property, moves or discontinues his business, moves his dwelling as a result of the acquisition of the real property in whole or in part, or as a result of a written order of the acquiring agency to vacate real property for a program of purchase undertaken by an agency or as a direct result of code enforcement activities or a program of rehabilitation of buildings conducted pursuant to a federal or state assisted program.
4. Family Farm
 - a. A farm operation conducted on two sections (1280 acres) or less.
 - b. A sole proprietorship or through an entity wholly owned by members of the same immediate family.
5. Farm Operation
 - a. An activity conducted solely or primarily for the production of one or more agricultural products or commodities including timber for sale or home use and customarily producing such products or commodities in sufficient quantity to be capable of contributing materially to the operator's support.
6. Non-profit Organization
 - a. All corporations, societies, and associations whose object is not pecuniary profit but is to promote the general interest and welfare of the members whether temporal, social, or spiritual.
7. Person
 - a. Any individual, partnership, corporation, or association.
8. Small Business
 - a. A business that has a gross annual income of less than \$1, 500,000.

57-12-4 Federal Funds – Direct Assistance

1. When federal funds are available for payment of direct financial assistance to a person displaced by acquisition of real property by any agency, the displacing

agency is authorized to use such federal funds with state or local funds to the extent provided by federal law and may provide such direct financial assistance in the instances and on the conditions set forth by federal law and regulations.

2. When federal funds are not available or used for payment of direct financial assistance to a person displaced by the acquisition of real property by an agency, the displacing agency may provide direct financial assistance to the person. Financial assistance authorized by this Subsection 2 cannot exceed the total amount that would have been payable under Subsection 1 of this section if federal funds had been available or used.

57-12-5 Reimbursement of owner for expenses

Any Agency acquiring real property for its use will reimburse the owner for necessary expenses incurred as soon as possible after the purchase date or the date of deposit into court funds, whichever is earlier, to satisfy the award of compensation in a condemnation proceeding.

Necessary expenses can include:

1. Recording fees, transfer taxes, and similar expenses incidental to conveying the real property to the agency.
2. Penalty costs for prepayment for any preexisting recorded mortgage entered into in good faith encumbering the real property.
3. The pro rata portion of real property taxes paid that are allocable to a period subsequent to the date of vesting title in the agency or the effective date of possession of such real property by the agency, whichever is the earlier.
4. Relocation costs.

57-12-6 Buildings, Structures, or Other Improvements

1. Where any interest in real property is acquired, an equal interest in all buildings, structures, or other improvements located upon the real property that is required to be removed from the real property or which is determined to be adversely affected by the use intended for the real property will also be acquired.
2. For the purpose of determining the just compensation to be paid for any building, structure, or other improvement required to be acquired under Subsection 1, the building, structure, or other improvement is deemed to be a part of the real property to be acquired, despite the right or obligation of a tenant, as against the owner of any other interest in the real property, to remove the building, structure, or improvement at the expiration of his term and the fair market value of the building, structure, or improvement contributes to the fair market value of the property to be acquired, or the fair market value of the building, structure, or improvement for removal from the real property, whichever is the greater, will be paid to the tenant.
3. Payment for the buildings, structures, or improvements as set forth in Subsection 2 cannot result in duplication of any payments otherwise authorized by state law. No payment will be made unless the owner of the land involved disclaims all interest in the improvements of the tenant. The tenant will assign, transfer, and release all his or her rights, title, and interest in and to the improvements in consideration for any payment. Nothing with regard to this acquisition of buildings, structures, or other improvements will be construed to deprive the tenants of any rights to reject payment and to obtain payment for these property interests in accordance with other laws of this state.

57-12-7 Replacement property

1. No person will be required to move or be relocated from land used for his or her residence and acquired under any of the condemnation or eminent domain laws of this state until he or she has been offered a comparable replacement dwelling including the immediate area surrounding the dwelling that is decent, safe, clean, sanitary, adequate to accommodate the occupants, available on the private market, and reasonably accessible to public services and places of employment.
2. Necessary or appropriate action will be taken to provide housing by use of authorized project funds if a program or project cannot proceed to construction because comparable sale or rental housing is not available and cannot otherwise be made available.
3. No person will be required to move from his or her dwelling after the effective date of this act because of any project of the agency unless replacement housing is available and offered to the property owner.
4. The agency will assist owners of small businesses and family farms in identifying replacement properties available on the private market, located within the jurisdiction of the agency.

57-12-8 Advisory program

1. The Agency will provide a relocation assistance advisory program for a displaced person whenever the acquisition of real property for a program or project undertaken by an agency will result in the displacement of a person after the effective date of this act. The Agency may offer any displaced person relocation advisory services if the person occupying the property immediately adjacent to the real property acquired is caused substantial economic injury because of the acquisition.
2. Each relocation assistance program required by Subsection 1 will include measures, facilities, or services as follows:
 - a. Determine the needs of the displaced person, business, and nonprofit organizations for relocation assistance.
 - b. Assist owners of displaced businesses and farm operations in obtaining and establishing in suitable business locations or replacement farms.
 - c. Supply program information for federal, state, and local governments offering assistance to a displaced person and business.
 - d. Minimize hardships to a displaced person in adjusting to relocation.
 - e. Coordinate the relocation activities the best way possible with other project activities and other planned or proposed governmental actions in the community or nearby areas that may affect carrying out the relocation program.

57-12-9 Rules of Displacing Agency

1. A displacing agency may enact rules such as:
 - a. Payments and assistance authorized by this chapter are administered in a manner that is fair, reasonable, and uniform.
 - 1) A displaced person who makes proper application for a payment authorized by this chapter is paid promptly after a move or is paid in advance in hardship cases.
 - 2) A person who disagrees with an eligibility determination or payment amount may have his or her application reviewed by the head of the displacing agency.

- b. Each displacing agency that has not adopted rules under Subsection 1. a. will comply with the rules of the Utah Department of Transportation relating to a displaced person in right-of-way acquisitions.
2. Each displacing agency will comply with the procedures and requirements of Title 63, Chapter 46b, Administrative Procedures Act.

57-12-10 Displacing Agency May Contract Services Through Another Agency

To prevent unnecessary expense and duplication of functions and to promote uniform and effective administration of relocation assistance programs for a displaced person, the displacing agency may enter into contracts with any person for services in connection with these programs or may carry out its functions under this act through any agency.

57-12-11 Payments Not Income or Resources for Welfare or Tax Purposes

No payment received by a displaced person under this act will be considered as income or resources for the purpose of determining the eligibility of any person for assistance under any state law or for the purposes of the state's individual income tax, corporation franchise tax, or other tax laws. These payments are considered as income or resources of any recipient of public assistance and such payments are not be deducted from the amount of aid to which the recipient is otherwise be entitled.

57-12-12 Judicial Review

1. Any person who disagrees with an order concerning relocation assistance may obtain judicial review.
2. Judicial review of informal adjudicative proceedings is held in the district court in the county the real property taken for public use is located.

57-12-13 Procedure for Acquisition of Property

Any agency acquiring real property under the eminent domain or condemnation laws of this state will comply with the following policies:

1. Reasonable effort will be made to acquire real property by negotiation.
2. Real property will be appraised before negotiations begin and the owner or his or her designated representative will be given an opportunity to accompany the appraiser during the property inspection.
3. A just compensation amount for real property will be established before negotiations begin. The amount will not be less than the lowest approved fair market value appraisal. Any decrease or increase of the fair market value prior to the date of valuation caused by the public improvement for which such property is acquired or by the likelihood that the property will be acquired for such improvement will be disregarded in determining compensation for the property. The owner of the real property will be provided with a written statement and summary of the established compensation amount. Property physical deterioration within reasonable control of the owner will not be reason for decrease in value. Just compensation for real property acquired and for damages to remaining real property will be stated separately when applicable.
4. No owner will be required to surrender possession of real property acquired through federal or federally assisted programs before the agreed purchase price is paid or an amount not less than the lowest approved appraisal is deposited for the benefit of the owner with a court having condemnation jurisdiction of the property in accordance with applicable laws.

5. Public improvement construction or development will be scheduled so no person lawfully occupying real property will be required to move from a dwelling (assuming a replacement dwelling is available) or to move his or her business or farm operation without at least 90 days written notice before the move is required.
6. Required rent will not exceed the fair rental value of the property if an owner or tenant is permitted to occupy the real property on a short-term rental basis for a period subject to termination on short notice.
7. Negotiation or condemnation time will not be changed, deposit funds in court for the use of the owner will not be deferred, or any other coercive action will be taken to compel an agreement on property purchase price.
8. Formal condemnation proceedings will begin if an interest in real property is acquired the power of eminent domain. The acquiring agency will not intentionally make it necessary for an owner to institute legal proceedings to prove the taking of his or her real property.
9. An offer to acquire the entire property will be made if the acquisition of only part of the property will leave its owner with an uneconomic remnant.

57-12-14 Dispute Resolution – Additional Appraisal

1. The property owner may request mediation or arbitration according to the procedures and requirements of Section 63-34-13 if the agency and the property owner or displaced person disagrees on any issue.
 - a. The property owner or displaced person may request the mediator or arbitrator authorize an additional appraisal.
 - b. The mediator or arbitrator may:
 - 1) Request an additional property appraisal by an independent appraiser.
 - 2) Require the agency to pay the costs of the first additional appraisal.

RELOCATION APPEAL PROCESS

A displaced person may appeal UDOT's determination of eligibility status or the amount of the benefit he or she is eligible to receive. Every potentially displaced person will be notified of his or her right to appeal and the procedure for making an appeal.

The UDOT appeal process is designed to be informal, expeditious, and convenient. Appeals must be filed within 60 days after the person receives written notification of UDOT's determination of the claim. The appeal must be in writing and may be handwritten and clearly state the reason for the appeal. It is the person's right to be represented but not necessary for him or her to have an attorney or other representation. The person appealing may request services of Utah's Property Rights Ombudsman. The UDOT Relocation Agent will provide contact information for the Ombudsman or you may contact UDOT for that information.

According to *Utah Code* Section 63-34-13, the Utah Ombudsman may mediate, conduct, or arrange arbitration for disputes on relocation claims or eligibility. The appeal process will be conducted as arranged between UDOT and the Ombudsman if the person requests and the Ombudsman accepts jurisdiction. Appeals not involving the Ombudsman will be conducted according to the process described below.

1. The appeal is an informal administrative process.
2. A meeting will be held and notes taken.
3. The person will have an opportunity to be heard.

4. The person will be advised of UDOT's decision by letter from the UDOT Director of Right of Way within 30 days of the meeting.

The person will have access to UDOT file documents associated with his or her claim. The meeting will be held at a convenient time and place. The Director of Right of Way will appoint a UDOT Hearing Officer. The Hearing Officer will be familiar with relocation regulations and procedures but must not have been previously involved with the relocation case under appeal. The Director of Right of Way decides all appeals. The Director will decide based on meeting notes, the recommendations of the Hearing Officer, and consultation with anyone who has relevant information about the case.

The Director's decision letter will state the reasons any part of the appeal is disallowed. The person appealing retains the right to appeal a UDOT decision to the District court in the county in which the project is located.

UDOT may amend its original determination and advise the person at any time before an appeal meeting. The person will have the option to accept any change or continue with the appeal process.